

# Ysgol Pentrehafod

# Pentrehafod School



## **Mobile Phone Policy**

### ***Polisi Ffôn Symudol***

*Reviewed November 2019*

*Adolygu ddiw Tachwedd 2019*

*Next Review November 2022*

*'Adolygiad nesaf Tachwedd 2022*

Reviewed by Mrs J Ford, Headteacher

November 19



Dear Pupil, Parent, Carer,

Please take the time to read this letter carefully and support us in continuing to improve teaching and learning at Pentrehafod School. The Mobile Phone Policy has been fully supported by the Governing Body.

I would like to emphasise that mobile phones are not needed in school and that I would strongly recommend that your child does not bring one in. We will not take responsibility for phones that are lost or stolen. Parents/Carers should never contact a child via mobile phone during the day and neither should a child contact a parent/carer in this way. In any emergency situation, the school reception can be contacted and we will relay messages as quickly as possible.

Our rules and expectations regarding mobile phones have been made clear to all students. If students do bring mobile phones to school, they should be switched off, kept out of sight and stored in their bags. Mobiles should not be turned on during school hours from 8.40 a.m. until 2.50 p.m. from the first bell of the day to the last bell. Under no circumstances should they be taken out of their bags and used at any other time in the school day.

The only exception to this would be if a teacher gave explicit and specific permission for a mobile device to be used during a learning activity.

If a member of staff sees any pupil with a mobile phone out of their bags at any time on school premises then the following procedures will take place:

- **The phone will be confiscated, switched off and placed in an envelope with the pupils' details clearly marked on it and locked in the safe in Reception;**
- **The pupil can collect the phone from Reception at the end of the day and will have his/her name recorded;**
- **If a further offence occurs, the phone will be confiscated and will not be returned until collected by a parent/carer;**
- **Anybody caught taking photographs or video on a phone will be dealt with much more severely.**

Incidentally, there is no reason why a student should bring other electronic devices to school such as iPod or MP3 players. If they are seen in school, they will be confiscated and only returned to a parent /carer with a guarantee that they won't be brought into school again. It is vital that we work together to ensure that our young people understand what is, and what is not, safe and appropriate behaviour. Thank you for your support.

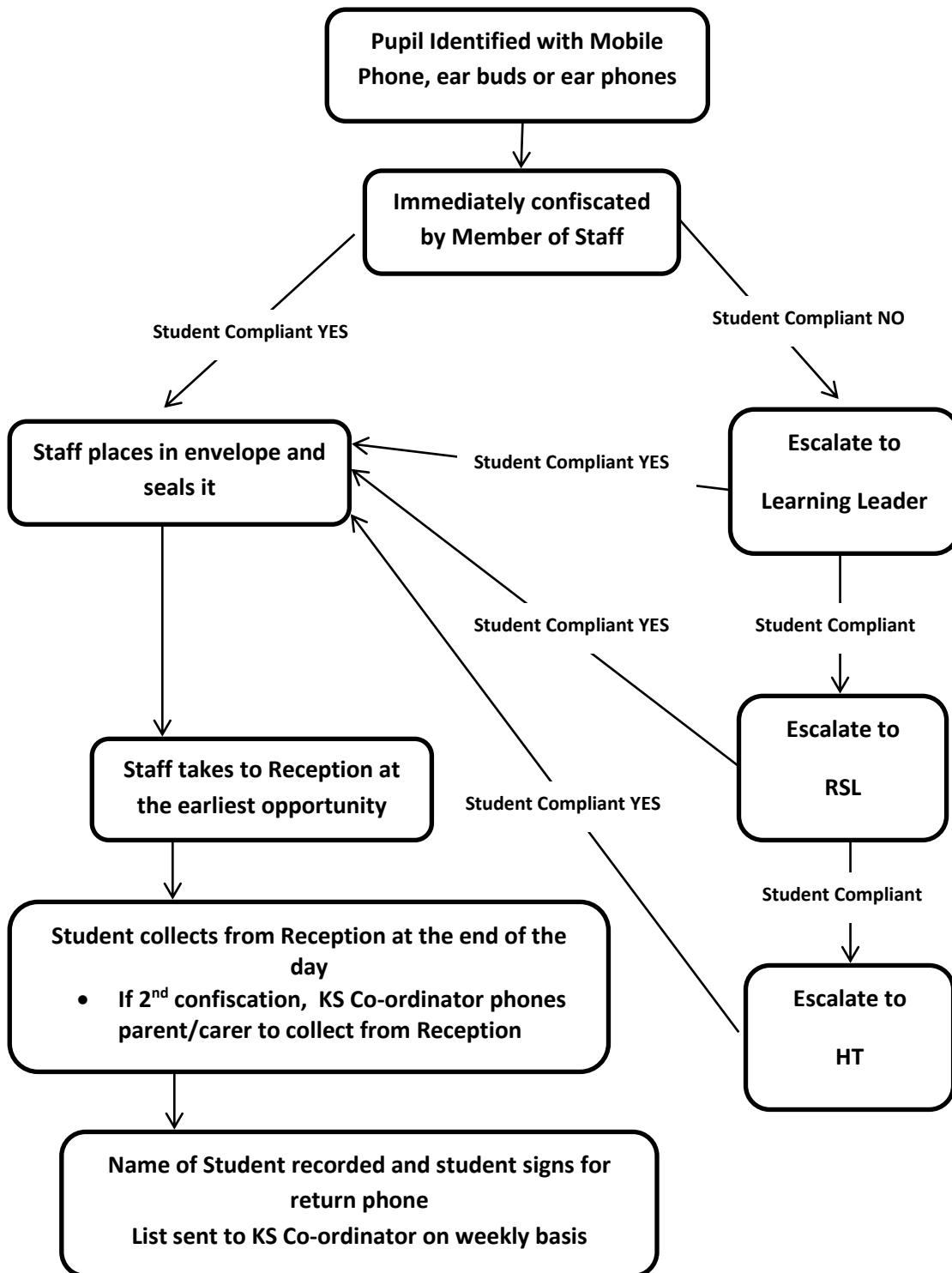
Please remind your child not to take their phones out of their bags during the school day

Yours faithfully,

**Mrs J Ford**  
**Headteacher**

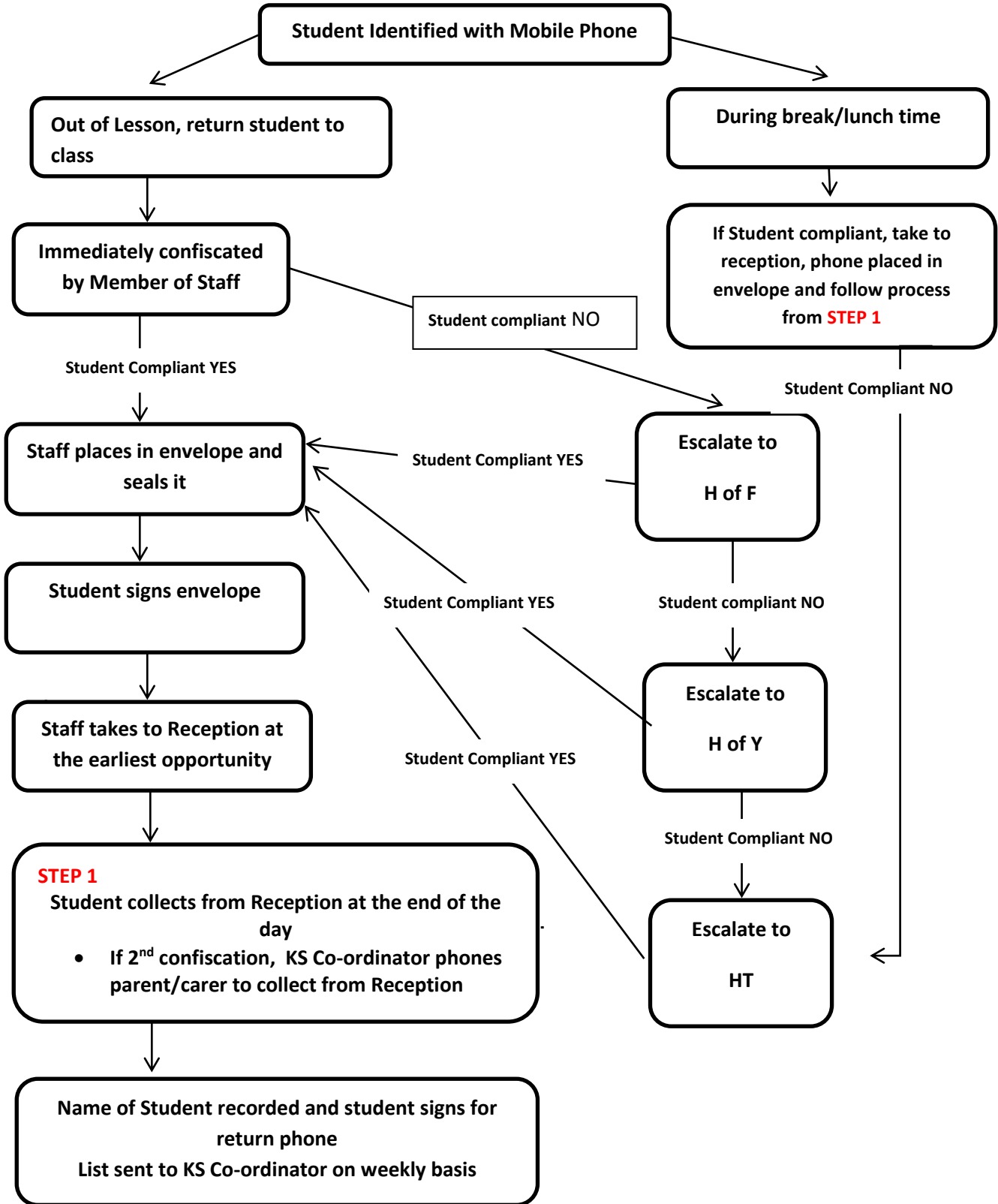


# Confiscation of Mobile Phones during Lessons





# Confiscation of Mobile Phones Out of Lessons & During Break Times





This Policy was presented to Governors on **20<sup>th</sup> November 2019**

It will be reviewed in **November 2022** or if National and Local Policy or Guideline is updated.

Signed.....

A handwritten signature in black ink that reads "Mrs M Hughes". The signature is written over a dotted line.

**Mrs M Hughes**

**Chair of Governors**